

Formal letter reporting road damage

Subject: Urgent Complaint Regarding Potholes on [Road Name]

Dear Municipal Officer,

I am writing to report the deteriorating condition of [Road Name] due to numerous potholes. The damaged road poses a serious risk to motorists and pedestrians, especially during the rainy season. I request your department to take immediate action to repair the road and improve safety measures in the area.

Thank you for your attention.

Sincerely,

[Your Name]

[Address / Contact Details]

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